

**CDC/NIOSH Recommended Outline for Preparation
of ERC Competing New/Renewal Training
Grant Applications (CDC 2.145 A)**

I. Table of Contents

NOTE: All pages must be numbered in sequence, including Appendices. To the maximum extent possible, the narrative (Sections V and VI) should be organized by academic program area.

II. Face Page

III. Summary of Training Proposal

IV. Budget Request for Next Project Period

A. Budget Summary (For all ERC Program Areas)

B. One Detailed Budget for Each Program Area for First Budget Period

1. Under A.1. Personnel, the Total FTE effort for each faculty/staff person is the total expended for that specific Program Area only, e.g., HST, IH, CE. The total FTE effort contributed by each faculty for all program areas in the ERC grant program cannot exceed 1 FTE. The Requested FTE is the level of effort that is requested for support by the grant.

Note: If you are unable to provide total FTE effort on the budget page, please do so within the budget justification.

2. Under B.1. Trainee Costs, specify degree level for all trainees receiving stipend and/or tuition and fee support. For Occupational Medicine residents, also specify PGY level. At least 50 % of the total budget for each academic program must be allocated to trainee costs.

C. Budget for entire proposed Project Period

D. Budget Justification for each Program Area

NOTE: Within core program budgets, include a separate budget justification for each approved research training program, including personnel and trainee expenses.

V. Detailed Description of Training Program

A. **Follow instructions on pp. 14-16 of CDC 2.145 A for a description of the proposed training program. Please include all elements requested. The following points should be highlighted in the narrative for each Program Area under D. Proposed Training. Narrative must not exceed 15 Pages per Program Area.**

1. Industrial Hygiene Program Area

a. Academic Training (Masters level)

- i. Program leadership and faculty

Note: Include a table displaying core, supporting, and adjunct program faculty as well as their specific areas of competence.

- ii. *Program plan*
- iii. *Training candidates*
- iv. *Training facilities and resources*
- v. *Continuing education/outreach (brief narrative with cross-reference to V.A. 7)*

Note: *Details concerning interdisciplinary interaction and meeting regional needs should be addressed under item 6. Center Administration, d and e.*

b. *Research Training (Doctoral Level). This narrative should be entered as a separate section.*

- i. *Program plan, including identification of research training focus areas*
- ii. *Leadership and faculty research qualifications*
- iii. *Program evaluation*
- iv. *Special contributions to the discipline*
- v. *Program support from research sources*
- vi. *Student publications/theses (research trainees only)*

c. *Current and Past Training Record*

d. *Progress Report (for competing continuation applications only.)*

e. *Complete Statistical Report in Appendix B and Appendix C*

f. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

2. **Occupational Health Nursing Program Area**

a. *Academic Training*
(See Industrial Hygiene 1-A)

b. *Research Training*
(See Industrial Hygiene 1-B)

c. *Current and Past Training Record*
(See Industrial Hygiene 1-C)

d. *Progress Report*
(See Industrial Hygiene 1-D)

e. *Complete Statistical Report in Appendix B and Appendix C*

f. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

3. **Occupational Medicine Program Area**

a. *Academic Training*
(See Industrial Hygiene 1-A)

b. *Research Training (Post-Residency)*
(See Industrial Hygiene 1-B. This is optional for OM Programs.)

c. *Current and Past Training Record*
(See Industrial Hygiene 1-C)

- d. *Progress Report*
(See *Industrial Hygiene 1-D*)
- e. *Complete Statistical Report in Appendix B and Appendix C*
- f. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

4. **Occupational Safety Program Area**

- a. *Academic Training*
(See *Industrial Hygiene 1-A*)
- b. *Research Training*
(See *Industrial Hygiene 1-B*)
- c. *Current and Past Training Record*
(See *Industrial Hygiene 1-C*)
- d. *Progress Report*
(See *Industrial Hygiene 1-D*)
- e. *Complete Statistical Report in Appendix B and Appendix C*
- f. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

5. **Special/Component Program Area**

- a. *Academic Training*
(See *Industrial Hygiene 1-A*)
- b. *Research Training*
(See *Industrial Hygiene 1-B*)
- c. *Current and Past Training Record*
(See *Industrial Hygiene 1-C*)
- d. *Progress Report*
(See *Industrial Hygiene 1-D*)
- e. *Complete Statistical Report in Appendix B and Appendix C*
- f. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

6. **Center Administration**

- a. *Number of core programs*
- b. *Multiple campus locations*
- c. *New program development*
- d. *Interdisciplinary interaction*

- e. *Meeting regional needs and evaluation of impact of programs*
- f. *Measures of effectiveness demonstrating the accomplishment of the objectives of each program*

7. Continuing Education/Outreach Program Area

a. *Continuing Education for Each Program Area*

- i. *Faculty commitment/breadth*
- ii. *Faculty reputation/strength*
- iii. *Courses offered by specialty area*
- iv. *Needs assessment*

b. *Complete Statistical Report in Appendix D*

c. *Outreach for Each Program Area*

Please focus the report on interactions with, and assistance to, other institutions and agencies located within the DHHS region.

Provide a 1-2 page narrative report for each of the programs highlighting each of the following activities (See Appendix E):

- i. *Educational Development*
- ii. *Presentations/Lectures/Awareness Seminars*
- iii. *Consultations*
- iv. *Other*

8. Hazardous Substance Training Program Area (HST)

a. *Program*

- i. *Needs assessment*
- ii. *Program plan/leadership*
- iii. *Faculty reputation/strength*
- iv. *Coordination with Agencies*
- v. *Courses offered during project period including location, title, duration, and number of trainees*
- vi. *Program evaluation*
- vii. *Plan for coming year - include projected courses*
- viii. *Progress Report (for competing continuation applications only.)*

b. *Complete Statistical Report in Appendix D*

c. *Course content outlines should be provided within Appendix F.*

9. Hazardous Substance Academic Training Program Area (HSAT)

a. *Program*

- i. *Needs assessment*
- ii. *Training program plan*
- iii. *Curriculum*
- iv. *Trainees and recruitment methods*
- v. *Program management leadership and staff*

- vi. *Program evaluation*
- vii. *Program support from other sources*
- viii. *Progress Report (for competing continuation applications only.)*
- ix. *Collaboration with state and federal agencies*

b. *Complete Statistical Report in Appendix B and Appendix C*

c. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

10. *Agricultural Safety and Health Program Area*

a. *Program*

- i. *Needs assessment*
- ii. *Program Plan*
 - *Academic training*
 - *Continuing education and outreach*
 - *Research training*
- iii. *Cooperation with other agencies and organizations*
- iv. *Leadership and faculty reputation and strength*
- v. *Previous training record*
- vi. *Program evaluation*
- vii. *Program support from other sources*
- viii. *Progress Report (for competing continuation applications only.)*

b. *Complete Statistical Report in Appendices B, C, and D as applicable*

c. *Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H*

d. *CE course content outlines should also be provided within Appendix F*

11. *Pilot Project Research Training Program Area*

a. *Program*

- i. *Program plan*
 - *Program announcement and competition*
 - *Scientific merit review process and criteria*
 - *Program records*
- ii. *Faculty reputation and strength*
- iii. *Collaboration with regional research training institutions, including TPG's*
- iv. *Program evaluation*
- v. *Program support from other sources*
- vi. *Current and past pilot project research training record*
- vii. *Progress Report (for competing continuation applications only.)*
- ix. *Include RFA and summaries of all funded pilot projects*

12. *Health Services Research Training Program Area*

a. *Research Training*

- i. *Program leadership and faculty research qualifications*
 - *Faculty commitment and breadth*
 - *Faculty reputation and strength*
- ii. *Program Plan*
 - *Need, training plan, recruitment, curriculum*

- Collaborative relationships between Institutions and Departments
 - Program Evaluation
 - iii. Research Training
 - Plan for research experiences
 - Collaborative relationships with external institutions
 - Program support from research sources
 - Publications and Theses
 - iv. Training candidates
 - v. Training facilities and resources
- b. Complete Statistical Report in Appendix B and Appendix C.
- c. Complete Curriculum, Trainee, and Publication Reports in Appendices F, G and H

13. Occupational Injury Prevention Research Training Program Area

- a. Research Training
- i. Program leadership and faculty
 - Faculty commitment and breadth
 - Faculty reputation and strength
- Note:** Include a table displaying core, supporting, and adjunct program faculty as well as their specific areas of competence.
- ii. Program plan
 - Need for the program, level of training proposed, degrees, goals and objectives, recruitment, and curriculum
 - Collaborative relationships between Departments and external institutions and agencies
 - Advisory committee participation
 - Program Evaluation
 - iii. Research Training Proposed
 - Plan for research experiences
 - Program support from research sources
 - Publications and theses
 - iv. Training candidates
 - v. Training facilities and resources
- b. Complete Statistical Reports in Appendices B, C & D
- c. Complete Curriculum, Trainee, and Publication Reports in Appendices F, G, & H

VI. Appendices (App. A-C, F-H should be organized by academic program area)

- A. Biographical Sketches (CDC 2.145 A) - Limit to faculty/staff identified in program budgets. Please organize by program area.
- B. Annual Statistical Report - Part I (Academic Training Data - Form attached)
- C. Program Graduates (Form attached)
- D. Annual Statistical Report - Part II (Continuing Education Output Summaries - Forms A & B attached)
- E. Outreach Program Report - Guidelines for Preparation (Outline attached)
- F. Core course content outlines and a sample curriculum
 - 1. Include course number, course title, number of credit hours, and instructor. Please organize by academic program area.
 - 2. A sample curriculum should be provided for each academic program.

- G. *Trainees - List trainees appointed to the training program during the reporting period showing: degrees earned; premature termination and reasons for termination. List current trainees to be continued and degrees sought.*
- H. *Publications - List all faculty and trainee publications during the reporting period, including manuscripts submitted for publication or accepted for publication. Include publications by faculty as well trainees that have resulted, in whole or part, from training grant support. The names of all trainee authors should be highlighted by underlining.*

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